

Arlington Cultural Council Minutes

Monday, July 14, 2014, 7:30 pm

Arlington Senior Center

Present: Karin Blum, Jeff Boudreau, Eliza Burden, Wendy Glaas, Maggie Husak, Margaret Moore, Frank Tadley, Scott Samenfeld, Elisabeth Taylor

Absent: Joe Burns

Called to order 7:40pm

### **ITEM 1 Approval of June Minutes**

The minutes were unanimously approved.

### **ITEM 2 RFPs**

- **2013-09 Waldo Park** has submitted paper work. Margaret will ask if we can show their report at our Town Day booth
- **2014-21 Opera on Tap** has submitted paper work.

### **ITEM 3 Report on Outstanding Grants**

- 2014-15 True Story Theater – had low enrollment and needed to cancel a session with COA
- 2014-19 Arlington Writes – the project has had website/publicity challenges, resulting in low participation.
- 2014-10 TEDx – They have not set dates yet
- 2014-16 Arlington Children's Theater – Karin is in touch with Matt, he is working on paperwork
- 2014-01 Stop Requested – Karin has not heard back regarding details on this performance
- 2014-24 Luminarium – Date set for September 6. Elisabeth will see if they will have photos to share

### **ITEM 4 Treasurer's Report**

Suggestion for soliciting feedback from grantees: Treasurer sends email when paperwork has been submitted notifying grantees that checks should arrive in 3 weeks, asking grantees to contact us if they don't receive it within that timeframe. Treasurer will also ask for feedback in this email—what worked, what didn't in the grant application and execution process.

## **ITEM 5 Town Day Planning Update**

- Frank will create large-scale photos for display
- Frank and Jeff are working on a postcard to be printed for Town Day; could also update and print copies of trifold ACC brochure
- Sign up sheet will be circulated at next meeting
- Raffle for event tickets: Karin put a request in to Samantha Fleisher for tickets and has not heard back
- Joe has resigned from the Town Day planning committee.

## **ITEM 6 Roles/Recruitment**

- Elisabeth as publicity chair wants to create consistent message from the Council. Jeff will do social media and take over FB posts from Eliza. Margaret will revise Roles and Responsibilities in Dropbox to reflect the change.
- Corresponding Secretary role – Wendy needs to step down for personal reasons and is willing to train someone else to do this role. Ideally she would like the new officer in place in time for the 2015 grant cycle.
- Eliza is interested in stepping down as co-chair and mentioned that it is ideal if someone serves in an officer role before becoming a co-chair.

## **ITEM 7 Grant Cycle Business**

- Review of Dates set for Grant cycle meetings
  - Robbins conference room unavailable for info session; Margaret will try community room or senior center
- Wendy will revise guidelines for 2015, updated re: online application, and announcement of November 12&13 presentations.
- Sample application needs to be updated
- Council unanimously voted to take online applications only in 2014

## **ITEM 8 Line item funding from the Town of Arlington**

- Explore the possibility of seeking additional funding from the Town via budget line item. Additional funds would be used for grantmaking.
  - The Council agreed that this effort would need to be coordinated with ACAC. Karin will serve as liaison to ACAC and will move this conversation forward.

### Upcoming Events

Saturday July 12, Arlington Alive Block Party

Monday, July 14, 7:30pm, ACC Meeting, Lower Level Conference Room, Senior Center

Monday, August 11, ACC Meeting, Lower Level Conference Room, Senior Center

Monday, September 8, ACC Meeting, **Cutter Gallery (NOTE different location)**

September 13 – Town Day

September 22 - Grant info session, location TBD

November 12&13, 7pm – Grant presentations, location TBD

November 23 9am-1pm – Grant deliberations, Jefferson Cutter House Gallery

**Dates to Remember**

September 2 – grant applications available

October 15 – grant application deadline